



City of Bay Minette

Preliminary Plat - Major Subdivision

301 D'Olive Street · Bay Minette, Alabama 36507 · Phone (251) 580-1650

Case No.: _____

Fee Total: \$ _____

Date Paid: _____

Cash Credit Card

Check- No.: _____

Are you the owner? Yes No **If not, you will need to complete an Agent Authorization Form signed by the property owner*

Name of Applicant: _____ Date: _____

Mailing Address: _____

City/State/ Zip Code: _____

Email: _____ Phone No.: _____

Site Information

Subdivision Type: Residential Commercial Mixed-Use

Subdivision Name: _____

Location of Subdivision: _____

Parcel ID/PPIN(s): _____

Total Acreage: _____ No. of Lots: _____

Electrical: _____ Telephone: _____

Water: _____ Sewer: _____

Engineer & Surveyor Information

Engineer Name: _____ License #: _____

Company Name: _____ Business License #: _____

Address: _____

Email: _____ Phone No.: _____

Surveyor Name: _____ License #: _____

Company Name: _____ Business License #: _____

Address: _____

Email: _____ Phone No.: _____

I/we certify that the information state on and submitted with this application is true and correct.

Signature: _____ Date: _____



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Procedures for Preliminary Plat – Major Subdivision Applications

- **Presentation and approval of the sketch plan (major subdivisions-required).** The sketch plan is intended to be a relatively simple "sketch" or "drawing" of the proposed subdivision, submitted so that the subdivider may begin the approval process by meeting with and discussing the feasibility of the proposal with the planning commission prior to incurring engineering and surveying costs. The sketch plan must contain at least a diagram showing the location and ownership of the land proposed to be subdivided, noting the location of all adjoining property, its ownership and the nature of its improvements, and the location and name of all existing public streets providing direct access to the land proposed to be subdivided.
 - The subdivider shall be present at the planning commission meeting either personally or through a representative in order to discuss, answer questions, and explain the submission. The requirements stated for preparation of the sketch plan are minimal requirements.
- **Presentation of the Preliminary Plat – Major** is intended to be a detailed presentation of the site; the preliminary plat shall include engineering plans for the construction of all improvements.
 - The subdivider shall submit to the Planning and Zoning Administrator of the City of Bay Minette at least three (3) copies of the proposed subdivision prepared in accordance with the approved meeting and application schedule attached.
- **Application fees for Preliminary Plat – Major**
 - \$400.00 + \$10.00 per lot shall accompany the preliminary plat to cover the administrative cost of the planning commission.
 - The total of all postage for certified letters (\$10.00 each) to adjacent property owners.
 - In the case that the planning and zoning administrator determines that the plat should be reviewed by the city's contracted engineer, the applicant will be required to cover the cost of the review.
 - Fees are not subject to refund or adjustment.
- **Public hearing and notices.** Prior to the approval of the preliminary plat, the planning commission shall first hold a public hearing. Notice of such public hearing shall be sent to all adjoining landowners by registered mail as their names appear upon the plats of the Baldwin County Tax Assessor's Office, at least five (5) days prior to the date of the public hearing. Any plat submitted to the planning commission shall contain the name and address of all persons to whom notice of a public hearing shall be sent.
 - The applicant or the applicant's representative shall be present at the public hearing. Should the applicant choose to have a representative the applicant shall formally designate the representative by letter to be submitted to the planning and zoning administrator prior to the date of the public hearing. Should the applicant and/or their representative be absent the public hearing shall be postponed and an extension fee of one hundred dollars (\$100.00) and re-advertisement fee shall be paid before being placed back onto the planning commission agenda.
 - The Planning Department shall place a sign with the statement: Notice of Subdivision Public Hearing, date, time and location shall be placed on the property 7 days prior to the date of the public hearing.



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••Preliminary Plat – Major Procedures – Continued••

- **Approval or disapproval.** The planning commission will review the plat and decide approval, disapproval, or approval subject to minor modifications. If the planning commission disapproves the preliminary plat, the reasons for such action shall be stated in writing upon the records of the commission, and reference shall be made to the specific section(s) of the regulations with which the preliminary plat does not comply. If approved subject to modifications, the nature of the required modifications shall be indicated.
- **Approval within thirty (30) days.** The planning commission shall approve or disapprove a plat within thirty (30) days after the submission thereof to it, otherwise such plat shall be deemed to have been approved, and a certificate to that effect shall be issued by the commission on demand; provided, however, that the applicant for the commission's approval may waive this requirement and consent to an extension of such period.
- **Expression of approval.** The approval of the preliminary plat shall not be deemed final acceptance but rather an expression of approval of the layout as submitted on the preliminary plat. The planning commission files shall retain one copy of the preliminary plat.
- **Effective period.** Approval of the preliminary plat shall be effective for a period not to exceed one (1) year and shall thereafter expire and be considered null and void, unless a petition of an extension of time is submitted to and subsequently approved by the planning commission.
- **Changes or modifications.** Any change of modification to a preliminary plat shall be submitted to the planning commission for approval and may be subject to additional fees and a public hearing if deemed necessary by the planning commission.



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Submittal Requirements for Preliminary Plat – Major Subdivision Applications

- Completed Application
- Non-Refundable Application Fee
- Cost of Public Hearing Notice
- Plat – at least 3 large-format copies and digital copy containing the following information:
 - Name and address of the owner of record and subdivider and name and registration number of surveyor.
 - Proposed name of subdivision and its acreage.
 - North Point, graphic scale of not less than one (1) inch equals fifty (50) feet and date.
 - Vicinity map showing location and acreage of the subdivision.
 - Exact boundary lines of the tract by bearing and distance.
 - Names and addresses of owners of record of adjoining land with their approximate acreage.
 - Existing streets, utilities and easements on and adjacent to the tract including the size and width of each.
 - Proposed layout using contours of vertical intervals of not more than five (5) feet and including streets, alleys and easements with both dimensions and proposed street names: lot lines; land to be reserved or dedicated for public uses; and any land to be used for purposes other than single family dwellings.
 - Block letters and lot numbers.
 - Indication of zoning district boundaries if such exists. Otherwise indicate the proposed use of all land within the subdivision as well as any restriction on the lots.
 - Preliminary sketch plans of proposed utility layouts (sewer, water, gas and electricity) including pipe sizes and the location of valves and fire hydrants and showing feasible connections where possible to existing and proposed utility systems.
 - Preliminary plan of all drainage facilities.
 - Minimum building front yard setback lines.
 - Typical street cross-section and center-line profiles.
 - Location of streams, lakes, and swamps and land subject to flooding as determined from past history of flooding, and as delineated by the U.S.G.S or U.S. Corps of Engineers.
 - Location of land dedicated for park or open space area for subdivisions exceeding fifty (50) lots.
 - Soils in the area to be subdivided at a scale equal to that of the preliminary plat.
 - Any other information that may be considered necessary by the committee for full and proper consideration of the proposed subdivision.
 - Inscription saying "NOT FOR FINAL RECORDING".